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# RETENTION / SPONSORSHIP DATA CARD

GENERAL INFORMATION (to be completed by F	PENCIL ONLY)
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Home address:	Rank: Or op Zip:
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Number of Children: Deep Down Date	of Enlistment: Drop Down ETS:
Employer:	City:
Supervisor:	Telephone ( ):
Jnit Assigned:	Sponsor's Name:
Enlistment Options:	
Intitialed by inte	Check Box option on all UNIT SPONSORSHIP DUTIES (Completed during first drill)
Welcome the new soldier to the unit.  Discuss the time and location of next drill/Drill Card. Provide an emergency telephone number.  Offer transportation to the first drill.  Meet new soldier's family, if possible.  Discuss the first day's scheduled events.  Conduct OPSEC Briefing.  Discuss stripes for buddies program.  Copy of Drill schedule.  LERK DUTIES (Completed prior/during first drill)  Finance records and procedures for pay & incentives.  Personnel Records.  Review Emergency Data Card and information.  ID Cards.  Retirement Record.  Explain SGLI options.  Initiation of Health records.  LISERGEANT DUTIES (First Drill)  Individual Clothing requisitioned.  Organizational clothing issued.  Issue Weapons and Gas Mask cards.  LISERGEANT DUTIES (Completed 1st Drill)  Make the soldier feel welcome.  Explain responsibilities of a soldier.  Explain personal appearance standards.  Explain military rank structure and courtesy.  Review History and Mission of Unit.  Explain alert notification procedures.	Contact the new soldier prior to drill.  Meet the new soldier at the front door. Provide new soldier a tour of the armory. Stay with new soldier during first drill. Help make soldier feel welcome and excited. Answer any questions that arise. Accompany and introduce to the remaining personnel  TRAINING NCO DUTIES (Completed during first drill)  Explain duty assignments. Soldiers' manual, SDT materials. Explain correspondence courses. Explain NCOES requirements. Explain Recruit Training Program.  PLT LDR/CO DUTIES (First drill)  Welcome the new soldier during a formation. Review responsibilities of ARNG membership. Review features of belonging to the ARNG.  FIRST LINE LEADER'S DUTIES (Completed 1st drill)  Welcome to the squad/section. Explain responsibilities and mission of section. Explain duties as a member of the squad/section. Obtain personal data for squad book/roster. Introduce to other soldiers in the squad/section. Encourage recruiting referrals. Accomplish orientation interview.
hect Box Officer on all NIT RETENTION NCO DUTIES	DATE OF REVIEW: Drop Down Box
Explain unit retention NCO responsibilities. Explain annual career interviews/counseling.	SOLDIER'S SIGNATURE: Electronic Signiture
Review enlistment options/incentives.	CHECKLIST REVIEWED BY: Electronic Signature

#### INTERVIEW / COUNSELING SCHEDULE

TYPE	WHEN	WHO	Recorded On SDNG Fm 80-1	
Orientation Interview	First Unit Drill	FLL	YES	
Recruiting Training Interview	4 Months after enlistment	FLL	YES	
Pre IADT Interview	1 month prior to BCT/AIT	FTUS	YES	
Post IADT Interview	1st month back from BCT/AIT	FTUS	YES	
*Career Development Interview	Annually	FLL	YES	
Family Interview	As needed	ANY	YES	
Soldier requests transfer	As needed	CO	YES	
Employer Interview	As needed	ANY	YES	
**Extension Interview	6 months prior to ETS	FLL	YES	
**Extension Interview	3 months prior to ETS	ANY	YES	
**Extension Interview	60 days prior to ETS	ANY	YES	
**Extension Interview	30 days prior to ETS	ANY	YES	
Absent w/o leave Counseling	Immediately	FLL	YES	
Unscheduled Interviews	As needed	ANY	YES	

(\*Career Development Interviews are required for E-1 through E-7).

(E-1 through E-4 Annually - Enlisted Anniversary).

(E-5 through E-8 Annually - 1st NCOER Semi-Annual Counseling).

(\*\*Extension Interview process stops upon soldier's extension).

#### CODES:

FLL = First Line Leader

PLT LDR/CO = Unit Commander

FTUS = Full-Time Unit Support Personnel

ANY = First Line Leader / Supervisor / Platoon Sergeant / First Sergeant Platoon Leader / Unit Commander / any "Leadership" as applicable.